

Performance of Duties

300.1 PURPOSE AND SCOPE

This purpose of this policy is to establish daily performance expectations for Northwest Fire District employees.

300.2 POLICY

It is the policy of the Northwest Fire District to provide safe and appropriate responses to emergency calls and for all employees to provide professional and competent services.

300.3 RESPONSIBILITIES

All employees should be familiar with and in compliance with the policies, procedures, classification specifications, duties as assigned, and any other lawful instruction or order from their chain of command.

300.4 EMERGENCY RESPONSE

Sworn employees, upon receipt of any emergency alarm, shall immediately cease all activities and without delay report to their assigned apparatus, respond immediately to the fire or other emergency dispatched, and exert reasonable effort to perform to the best of their ability, given the totality of circumstances.

300.5 COMPETENT PERFORMANCE

Employees should perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the functions and objectives of the District. Unsatisfactory performance may include, but is not limited to:

- Excessive or unauthorized leave
- Tardiness
- Demonstration of a lack of knowledge
- Failure to conform to the work standards established for the employee's classification, grade, or position
- Any other failure to demonstrate good conduct
- Insubordination
- Noncompliance with District policy, procedures, rules, directives, and orders

300.6 SAFETY

All employees will exercise reasonable precautionary measures and good judgment to avoid injury to themselves or others while on-duty. Employees who witness or are made aware of unsafe behavior should take appropriate steps to report or prevent such actions.

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300.7 DRIVER LICENSE

All employees shall possess a valid state-issued driver license of the class required for their assigned duties (ARS § 28-3151).

All employees should be familiar with the state vehicle code, any manuals specific to driving or operating District apparatus or other District vehicles, and all other applicable District policies and procedures.

All employees shall report to their supervisor any change in their driver license's status immediately. Failure to maintain a valid driver license in accordance with an employee's current classification specification may result in disciplinary action.

300.8 PROPER COMPLETION OF WRITTEN COMMUNICATION

All employees shall complete and submit all necessary reports, forms, and memos on time and in accordance with any other applicable District policy or procedure.

Reports, forms, and memos submitted by employees shall be truthful and complete. No employee shall knowingly enter or cause to be entered any inaccurate, incomplete, false, or improper information.

All patient care reports shall be completed before the end of the employee's shift, unless a delay is otherwise approved by the shift Battalion Chief.

300.9 FIRE DEPARTMENT IDENTIFICATION

Employees shall carry their identification cards on their persons while on-duty and in accordance with the Identification Cards Policy, except when impractical or dangerous to their safety or a risk to an investigation.

Employees shall furnish their names and District identification numbers to any person requesting that information, other than in situations in which the employee's personal safety is at risk

300.10 LOSS OF EQUIPMENT

Employees shall report to their supervisor the loss or recovery of any District badge, identification card, manual, key, or equipment. In the case of an equipment loss, a police report should be filed in the jurisdiction where the loss occurred.